

Supervisor Notebook (Description)

What is the Supervisor Notebook?

While the student is completing an intervention with a patient, the supervisor's role is to observe and analyze his performance to assess whether he is progressing toward reaching placement objectives. Since many events occur in one day, and the placement may last several months, it may be difficult to remember everything when the time comes to evaluate the student. Indeed, Falvey & Cohen (as quoted by Bernard & Goodyear, 2019) state that without documentation, it is impossible to really corroborate facts. Therefore, it is important to fill in a notebook daily, to document all of the supervisor's observations regarding the student's behaviours (attitude, comments, actions, clothes, etc.).

The Supervisor Notebook is useful in that it documents concrete and actual facts. In addition, entries in the notebook can draw on some of the elements found in the **evaluation grids** (view this tool in your basket). In case of a disagreement about the trainee's evaluation, information contained in the notebook can provide evidence that will ensure a fair account of the situation.

When a supervisor is responsible for more than one trainee, notes taken must be specific to each trainee to avoid confusion.

The Supervisor Notebook is **useful for the trainee to:**

- Receive more objective feedback, based on concrete and noticeable facts
- Adjust his behaviour and attitude according to comments received
- Understand what he needs to improve to achieve his objectives before the end of the placement

The Supervisor Notebook is **useful for the supervisor to:**

- Observe the trainee's progress
- Organize the content of his feedback
- Use notes as a foundation for his explanations during the evaluation
- Document the trainee's strengths and challenges
- State behaviours that need improvement
- Raise recurring issues that need to be addressed
- Make evidence-based recommendations to the trainee
- Document conflicts and understand their roots
- Submit a more objective evaluation, based on concrete facts

(Thomas, as quoted by Bernard & Goodyear, 2019)

References

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Supervisor Notebook (Tool)

There are no restrictions about the content of the Supervisor Notebook. Anything that is considered useful as a future reference can be included. It is important to be as accurate as possible in documenting items. Many of the trainee's behaviours and attitudes can be observed:

- Date and approximate time of day
- Brief description of the current situation (observing an intervention, meeting, discussion)
- General information about the patient being treated (name, condition, treatment)
- Objectives worked on during the activity and strategies used to achieve them
- Manifestation of behaviours:
 - Listens to instructions
 - Respects or not procedures and rules of the setting
 - Language used to communicate with patients or other team members
 - Attitude with patients (ways of making contact, courtesy, politeness, discretion)
 - Effective time management
 - Ability to adapt in various situations
 - Autonomous decision-making
 - Openness to constructive comments
 - Punctuality, absenteeism and lateness
- Strengths and accomplishments
- Difficulties encountered and how he managed to overcome them
- Accompaniment required by the supervisor (where relevant)
- Summary of each weekly meeting (items raised, issues discussed, aspects that need improvement)
- Applying retrospective feedback
- Other work team members' opinion of the trainee's performance
- Suggested activities to be carried out in the near future to further develop some of the trainee's competencies
- Conflicts between the supervisor and the trainee, if applicable, and method used to resolve the conflict
- Inappropriate conduct (omission or mistake in medication, inadequate manipulation of tools, disclosure of confidential information, etc.)

(Cégep de Trois-Rivières, 2016; Collège des médecins du Québec, 2018; Gopee, 2015; Munson, as quoted by Bernard & Goodyear, 2019; Paradis, 2016; Thomas, as quoted by Bernard & Goodyear, 2019; Université de Montréal, 2018)